

Allegany County Library Board of Trustees

Regular Meeting

April 9, 2024

4:00 p.m.

South Cumberland Library

PRESENT:

Deb Hendrickson, Renee Kniseley, Juli McCoy, Bill Bingman, Sue Rudd, Gary Leasure, Artie Lee Travis and John Taube.

Library Leadership Team: Lisa McKenney, Andrea Everett, Ashley Swinford, Ali Cline, Shea Morse

The meeting was called to order by Renee Kniseley.

A motion to accept the minutes of the regular meeting on February 20, 2024 was made by Artie Lee Travis seconded by Bill Bingman and was approved.

A motion to accept both the statistical report and the financial reports of February and March 2024 was made by Sue Rudd seconded by Juli McCoy and was accepted.

NEW BUSINESS

Selection of FY2024 Financial Auditor

As part of completing our FY2023 audit, Huber Michaels indicated they will not be able to continue to serve as our FY2024 auditor. Lisa contacted seven Maryland firms to solicit a proposal to complete our FY2024 financial audit. She contacted firms that currently complete audits for other Maryland Libraries. Of the proposals we received, the price ranged from \$12,000 to \$40,000 to complete the audit. Huber Michaels last bill was for \$26,000. All proposals met the requirements to complete the work.

Lisa and John recommended that we select Lindsey and Associates from Towson Maryland for \$12,240 for the FY2024 audit. They currently complete the Cecil County Public Library Audit.

After discussion regarding the range of pricing for the responses, Artie Lee Travis moved to approve awarding the auditing job to Lindsey and Associates pending that John checks with the County Finance office for any feedback they had regarding the firm. Gary Leasure seconded the motion. The motion was approved by the Board. (note: on 4/10/2024 John contacted the county finance office and they had no reservations regarding Lindsey and Associates.)

Huber Michaels Recommendation

As part of the FY2023 audit, Tim Michaels recommended drafting an additional policy in regards to the Library's Administrative Services Director. Our Administrative Services Director is Lisa and part of her duties include being responsible for the library's Account Payable and Grant reimbursement requests. Tim's recommendation was to give Lisa a path and permission to contact "someone" on the Library Board if she feels the Executive Director is instructing her to carry out a transaction that she feels may put the library in a questionable or improper position.

Lisa and John drafted the attached policy to provide that avenue for the Director of Administrative Services to share their concerns with a Board member. After discussing the proposed policy, Artie Lee Travis moved to approve the *Escalating potential accounts payable and grant reimbursement improprieties policy*. The motion was seconded by Gary Leasure and was approved.

Thank you to Lisa McKenney for her work on the FY2023 audit.

On behalf of the Board, John read a proclamation of thanks to Lisa McKenney and presented her with a small gift.

Whereas Lisa McKenney has overseen eight (8) consecutive financial audits, and

Whereas all eight (8) of those audits were "clean audits", and

Whereas the FY2023 audit was particularly frustrating and grueling, and

Whereas completing the audit is just one example of Lisa's extra effort,

The Board of Trustees and Library System would like to thank Lisa and recognize her extra effort and accomplishment of completing the FY2023 Audit..

And we present you with this small token of appreciation.

Recognizing the Service of Tom Finan

The Board would like to recognize Tom Finan's years of service to the library and community at large. They requested that John begin drafting a proclamation to be hung in the Washington Street Library in Tom's honor.

UNFINISHED BUSINESS

2024 General Assembly

John reported that the 2024 session had ended and that the Freedom to Read bill passed as well as the enabling legislation to allow library employees to collectively bargain. John will bring additional details about these bills as it is available.

Connected Devices Program - Community Chromebook Distribution

Ali Cline reported that ACLS Libraries have held 9 events and distributed nearly 3000 chromebooks to needy households. The program continues through April with the goal of handing out 5000 chromebooks. We have received great help from the County and the Leadership Allegany Class of 2024. Juli McCoy mentioned that Ashley's work during Leadership Allegany's visit to Annapolis left a significant impression with Governor Moore.

Proposed FY2025 Operating Budget

John recapped our budget presentation to the commissioners. He thought it went well and that Ashley's a wonderful handout of our request was a hit.

John also mentioned that we received our first indication on health insurance rates and they projected a 20% increase. We are examining our options to minimize the disruption to our FY 2025 plans but will wait for final rate information. More information and options will be considered and presented as we learn more about the county's funding level.

Leadership Team Updates

- Director of Administrative Services
- Director of Human Resources
- Director of Outreach and Marketing
- Coordinator of Events and Programs
- Coordinator of Branch Services

PUBLIC COMMENT

ANNOUNCEMENTS and UPDATES

Branch Monthly Report for February 2024 and March 2024 were sent via email.

Joint Board Retreat - The regional library is hosting a Joint Board Retreat on May 16, 2024. The event will be held at the [Country Inn of Berkley Springs](#).

The Chamber after Hours was held on 2/21/2024 at the LaVale library and it was a big success.

We are excited to announce that our library has been accepted into the 2024 Free Comic Book Day Library Program! This year, Free Comic Book Day falls on May 4th, coinciding with Star Wars Day – double the excitement!. Free Comic Book Day is the biggest, annual event in the comic book industry—a single day when participating comic book shops and libraries around the world give away comic books!

The HVAC work has been completed at George's Creek and Westernport Libraries.

The LaVale Civic Improvement Association is holding a ceremony on April 20, 2024 at 1PM to dedicate the planting of a sapling derived from the [Liberty Tree](#) at the LaVale Library.

We received a \$10,000 gift for collections for the Frostburg Library from the estate of Chris Ogden.

Reminder - time for annual evaluation

Next Board Meeting is scheduled for Tuesday, May 14, 2024 at 4PM at the LaVale Library.